NR-110-140 GR-5000.



A.15012/1/JHT/2023-Ad.II - ६९ भारत सरकार/Government of India गृह मंत्रालय/Ministry of Home Affairs

समन्वय निदेशालय/ Directorate of Coordination

220 CHIEF SECRETORY.

एक कदम स्वच्छता की और

प्रतिस बेतान/Police Wireless कार्याला प्रतिस कार्याला खण्ड सं

खण्ड सं १, के.स.का. परिसर/ Block No.9, C.G.O. Complex, लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3 दिनांक/Dated : 2 जिंबा, 2025

#### OFFICE MEMORANDUM

Subject: - Circulation of advertisement for filling up the One (01) post of 'Junior Hindi Translator' Group 'B', Non-Gazetted, Non-Ministerial by transfer on deputation/transfer basis in Level 6 in the pay matrix Rs. 35400-112400/- in this Directorate-regarding.

The undersigned is directed to state that this Directorate intends to fill up following post in this Directorate by transfer on deputation/transfer basis. The particulars of the post, eligibility conditions etc. are given in **annexure -I**.

	Name of the post	No. of Posts	Pay Scale	Classification	Mode of Recruitment
Annual An	Junior Hindi Translator			General Central Service, Group 'B', Non-Gazetted, Non-Ministerial	

- 2. The pay of the selected officer will be regulated in accordance with the Dept. of Personnel & Training's O.M., No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
- 3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation ordinarily will not exceed three years.
- 4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (Annexure-II) along with complete and up-to-date APAR dossiers of the officers/officials, who can be spared in the event of their selection, may be sent to "The Joint Director (Admn.), DCPW" Block 9, CGO, Complex, Lodhi Road, New Delhi-110003, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encls: As above

(Naresh Kumar)

Joint Director (Admn.)

Tele. No.24361589

TH1: - 2045



## Copy to:

- 1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Directorate in the prescribed proforma within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later.
- 2. The Controller & Auditor General of India for similar action.
- 3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
- The Secretary, UPSC for kind information.
- 5. The Assistant Media Executive (AD-II), Central Bureau of Communication (CBC), Ministry of Information and Broadcasting, Soochna Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated 20.01.2025 for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
- -6: All Central Police Organizations.
- 7. US PM-II, Jaisalmer House, New Delhi for kind information.
- 8. SO (IT) MHA, North Block, New Delhi: request for upload on MHA official website.
- 9. AD (IT), DCPW: for upload on DCPW official website.

(Naresh Kumar) Joint Director (Admn.) Tele, No.24361589

#### Government of India Ministry of Home Affairs Directorate of Coordination Police Wireless

1. Name of the post:

Junior Hindi Translator

2. Number of Post:

01 (One)

3. Pay Scale:

Level 6 in the pay matrix Rs. 35400-112400/-

4. Classification:

General Central Service, Group B', Non-Gazetted, Non-Ministerial.

5. Mode of Recruitment:

By transfer on deputation/transfer basis.

6. Last date of receiving: Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy

circular, whichever is later.

7. Age limit:

56 years as on the closing date of the receiving of the

application.

8. To whom application: Joint Director (Admn.), DCPW (MHA), Block No.9, CGO

Complex, Lodhi Road, New Delhi-110003.

#### 9. Eligibility:

By transfer on deputation/transfer basis from amongst Central Government Officers

- (a) (i) analogous posts; or
  - (ii) Posts in Level-4 in the pay matrix (Rs. 4000-100-6000/- pre revised) or equivalent with 5 year regular service in the grade; or
  - (iii) Posts in the Level-2 in the pay matrix (Rs. 3050-75-3950-80-4590/- pre revised Scale) or equivalent with 8 years regular service in the grade

And

(b) Possessing the following qualifications and experience:

#### A. Education and other qualifications:-

Master's degree of a recognized University in English/Hindi with English/Hindi as a compulsory /elective subject or as medium of examination at degree level.

Or

Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at the degree level.

Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/English medium and English/Hindi compulsory/elective subject or as medium of examination at degree level.

Or



Bachelor's degree of a recognized University, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/ elective subject, plus recognized Diploma/Certificate course in Translation from Hindi to English and vice versa or two year's experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt. of India undertakings.

10. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years and the maximum age limit for appointment by deputation/absorption shall be 'not exceeding 56 years' as on the closing date of the receipt of applications.

(Naresh Kumar) Joint Director (Admn.) Tele No. 24361589

(4)

# BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address	
(in Bock Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to i mentioned in the RRs by the Administrative Mi of Circular and issue of Advertisement in the Em 5.2 In the case of Degree and Post Gradua subsidiary subjects may be indicated by the can	inistry/Department/Office at the time of issue aployment News.  Ite Qualifications Elective/main subjects and
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work	

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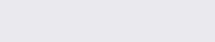
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	То	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	details) highlighting
	2		χ.		
		•			

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicted as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	То

Temporary or Quasi-Pe	employment is held on		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
such officers should be with Cadre clearance, v 9.2 Note: Information all cases where a pers	fficers already on deputa forwarded by the parent igilance Clearance and In under Column 9 (c) & (d) on is holding a post on at still maintaining a	cadre/Department along tegrity certificate. above must be given in deputation outside the	





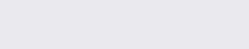
applicant, date of return from the other details.					
11.Additional details about pres	it:				
Please state whether working und of your employer against the relev		name			
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					
12. Please state whether you are Department and are in the feede feeder grade.	er grade or feede	er to			
13. Are you in Revised Scale of date from which the revision t indicate the pre-revised scale	took place and				
14. Total emoluments per month n	low drawn				
Basic Pay in the PB	Grade Pay			Total Er	moluments
15.In case the applicant belongs Government Pay-scales, the late following details may be enclosed	to an Organisa st sålary slip is	ation ssued	which is by the	not foll Organisa	owing the Central ation showing the
Basic Pay with Scale of Pay and rate of increment			rness /interim f/other wances n b ils)	etc., reak-up	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.					
(This among other things may provide information with regard to (i) additional academic qualifications (ii)professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)					

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(Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate	
information with regard to;	
(i) Research publications and reports and special projects	
(ii) Awards/Scholarships/Official Appreciation	
(iii) Affiliation with the professional	
bodies/institutions/societies and;	sayers
(iv) Patents registered in own name or achieved for the organization	
(v) Any research/innovative measure	W. Carlotte
involving official recognition	
(vi) Any other information	
(Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for	
deputation (ISTC)/Absorption/Re-employment	
Basis.# (Officers under Central/State Governments are	
only eligible for "Absorption". Candidates of non-	
Government Organisations are eligible only for	*
Short Term Contract)	
#(The option of 'STC'/'Absorption'/'Re- employment' are available only if the vacancy	
circular specially mentioned recruitment by	
"STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	
8	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

	(Signature of the candidate)
	Address
ate	





### Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

#### 2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned (Employer/Cadre Controlling Authority with Seal)

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